Job Posting

Job Title: Associate Vice President for Research and Sponsored Programs (Administrator IV)
Job ID: 104479
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Research and Sponsored Programs

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking this Benefit Summary link or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on Wednesday, December 6, 2017. Applications received on or after the first review date may not be considered.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation, and creativity in service to broader contributions to equity and inclusion. Fundamentally, we believe in the pursuit of excellence for all members of our community and our society.

Reporting to the Provost and Executive Vice President for Academic Affairs, the Associate Vice President (AVP) of Research and Sponsored Programs provides university-wide leadership and vision for the support of Research, Scholarship, and Creative Activity (RSCA) and for sponsored programs at Sonoma State University. The AVP is a member of the Provost’s leadership team and collaborates with stakeholders across the university and in the community to ensure high levels of support for RSCA, innovation, and creativity. In addition to supporting RSCA across the campus, the AVP is responsible for compliance with policies and procedures related to RSCA, including external grant and contract proposal development (pre-award activities); grant and contract administration (post-award activities), and all related compliance.

Major duties of this position include, but are not limited to, the following:
General Leadership

- Provide collaborative leadership for Research, Scholarship, and Creative Activity (RSCA), including RSCA involving undergraduate and graduate students at SSU;
- Promote the advancement and growth of research and sponsored programs by collaborating with campus leadership, faculty, staff, students, and other stakeholders to develop and implement strategies to increase support for RSCA and the number and quality of submissions to funding agencies;
- Support the strategic goals of the division and the university by working through shared governance and compliance structures as they relate to faculty and student support for RSCA, grants, and contracts;
- Serve as the Provost's designee for University-wide implementation of all sponsor and all policies governing research and sponsored programs;
- Provide advice and recommendations to the Provost on all matters pertaining to research, scholarship, and creative activities as well as sponsored programs;
- Serve on appropriate university and system-wide committees as assigned, including, but not limited to: Faculty Subcommittee on Sponsored Programs; Institutional Review Board; Animal Care and Use Committee; Unmanned Aerial Vehicle Review Board, and etc.

Internal Award Programs

- Oversee the administration of internal funded grant and fellowship programs, including application support, application review, accounting administration, financial and programmatic reporting, and preparation of annual reports;
- Ensure compliance with federal, state and local laws and regulations and lead overall university-wide grant and fellowship programs.

Office of Research and Sponsored Programs

- Serve as the university's Chief Research Officer (CRO), lead and manage the Office of Research and Sponsored Programs to support the institution in creating a culture of support for and commitment to faculty and student research, scholarship, and creative activity (RSCA);
- Set goals for RSCA and grant/contract productivity and achievement over time and work to achieve those goals in collaboration with relevant stakeholders;
- Oversee all operational implementation of pre- and post-award activities at the University for externally funded research and sponsored programs;
- Provide management oversight for all budgeting, accounting, internal control, financial reporting and compliance for research and sponsored program activities, including general ledger management and financial statement preparation;
- Lead, support, and supervise staff, including by providing training and access to potential professional development opportunities;
- Remain current on emerging institutional compliance and policy issues related to faculty research and sponsored programs and engage campus leadership, faculty and other stakeholders to develop and implement new or revised policies for the campus;
- Provide direction and guidance on all matters of proposal development and administration; remain current on emerging issues in pre- and post-award administration by monitoring administrative and policy changes at major sponsoring agencies and within the system and campus and ensures communication and implementation of any changes; independently seek educational resources and opportunities;
- Oversee all pre-award services, including serving as the University's Authorizing Institutional Representative with primary responsibility for authorizing the submission of proposals to sponsoring agencies and for providing sponsoring agencies assurances such as a drug free workplace, lobbying, vendor debarment, equal opportunity, and other documents required by granting agencies following the award of a sponsored program;
- Oversee all post-award services, including: ensuring appropriate provision of contractual, procurement, and fiscal services (such as disbursement, billing and reporting for sponsored programs);
- Ensure proper procurement and contracting practices for goods and services according to sponsor agreements and federal, state, and local laws and regulations.
• Coordinate the University’s response to external parties regarding audits of sponsored programs including financial and operational documents required for the annual system-wide Single (A-133) Audit;
• Maintain relationships between faculty, staff, and administration to effect mutual understanding and support for post-award services and compliance requirements;
• Ensure compliance with sponsor regulations and agreements for faculty and staff employees assigned to sponsored programs;
• Ensure University policies related to faculty research and sponsored programs comply with current sponsor and CSU/SSU regulations including SSU’s Intellectual Property policy, Conflict of Interest policy, Misconduct in Research and Creativity policy and Grants & Contracts policy.

Incumbent will perform all other secondary duties as assigned.

Duties will primarily take place in an office setting located on the Sonoma State University campus. This position involves frequent interaction with faculty, staff, and campus community at large. It requires the ability to speak and hear, sit and/or stand for extended periods of time, and the ability to use and enter data into a computer for up to six hours per day. Some duties might be performed off campus in various locations, and will require air and automobile travel and overnight stays. Some evening and weekend hours might be required. As an exempt employee, the incumbent has some flexibility in work schedule, but must be available during the regular campus hours, Monday through Friday, and maintain acceptable attendance at such levels as is determined by the Appropriate Administrator. Employee’s specific start time is determined by the Appropriate Administrator.

Qualifications
This position requires a terminal degree in a field represented in one or more of SSU’s academic departments. Doctoral degree is preferred. Additionally, this position requires five (5) or more years of progressively responsible administrative and financial experience in a service support, multi-segmented work environment, with three (3) or more years to be relevant, sponsored programs management experience, preferably in a higher education environment with a demonstrated record of success. Incumbent should have a strong RSCA portfolio (research, scholarship, and/or creative activity) with demonstrated grant or contract experience, grant oversight experience, including proposal review, budget development, and sponsored programs fiscal management, along with prior supervisory and management experience in a similar or relevant field. The incumbent must possess demonstrated knowledge of the legal, regulatory, and pre- and post-award fiscal and administrative issues in sponsored programs administration, with experience building a culture of supporting RSCA, grants, and contracts in a university environment highly preferred. Experience supporting research in a teacher-scholar environment that values undergraduate and graduate student research opportunities is also desirable. This position also requires advanced proficiency in business applications including, but not limited to, Microsoft Office Suite (Outlook, Word, Excel) and database query tools.

Additionally, the incumbent must be able to perform duties independently and to provide leadership for all RSCA activities at a university devoted to serving a multicultural population and the greater community; serve SSU’s mission of inclusive excellence with integrity; perform extensive research and analysis independently and in coordination with others; and demonstrate integrity and sound judgment in performing duties, including in the supervision, development, and management of staff. The incumbent should also possess strong problem solving, conflict resolution skills, along with strong oral and written communication skills; must be able to utilize PeopleSoft and other technology tools competently to assure compliance with all procedures related to grants and contracts; must have excellent customer service skills and the ability to effectively communicate with individuals at all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents; and must have the ability to compile information from many sources and prepare actionable communications that demonstrate sound judgment.

Qualification Note
Evidence of degree(s) or certificate(s) and/or license(s) required at time of hire.

Application Process
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:

1. Cover Letter and Resume - Please submit a cover letter specifically addressing your experience with (a) research, (b) scholarship, and/or (c) creative activity, with a focus on leading and broadening Research, Scholarship and Creative Activities (RSCA) initiatives in an educational setting.

   Please note that the application system only allows one document to be uploaded, so cover letter and resume must be included in the same MS Word or PDF file (file name should not contain any spaces or special characters)

2. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

Other Information
Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Conflict of Interest
The duties of this position will include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

About Sonoma State University
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at www.sonoma.edu/ps/about/jeanneclerly.html; Annual Campus Housing Fire Safety Report is available at www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html.

Contact Information